

SCHOOL ENGINEER I

PURPOSE: The School Engineer I operates the heating and ventilating plants of a school, office, or other building under the jurisdiction of the Milwaukee Public Schools (MPS). Incumbents also maintain stationary and other equipment, care for buildings and grounds, and oversee the MPS operations staff.

ESSENTIAL FUNCTIONS:

- Operate heating and ventilating plants and air conditioning equipment in an assigned school building.
- Care for buildings and grounds, including housekeeping, grass cutting, pest control, and snow removal.
- Install, repair, and maintain various kinds of mechanical equipment found in school buildings.
- Direct, oversee, and evaluate work of Building Service Helpers and other building operations personnel.
- Assign work, furnish work schedules, and create job-related reports.
- Establish safe work procedures and maintain accident prevention standards.
- Lift and transfer objects weighing 50 pounds or more, shovel snow and debris, and work from ladders and scaffolding.
- Maintain positive relations with principals, teachers, co-workers, students, and the general public.
- Perform other job-related functions as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. a) Six months of experience in a supervisory or lead worker capacity with responsibility for operating and maintaining heating and ventilating plants (furnaces, stokers, boilers, and related equipment) and air conditioning equipment in a facility of more than 30,000 square feet, **OR**
b) Six months of experience immediately preceding the date of this examination in the MPS Building Operations Section as a Boiler Attendant or Boiler Attendant Trainee.
2. American Society of Power Engineering, Inc. (A.S.O.P.E.) Facility Operating Engineer Third Class License (or higher) **AND** a City of Milwaukee Stationary Engineer's permit to operate Low Pressure Boilers (*see note, below).

NOTE: Licenses must be in effect at time of application and throughout employment. A copy of your A.S.O.P.E. license and City Permit to Operate must be included with your application in order for it to be accepted. If you have a current A.S.O.P.E. license and need a City of Milwaukee Stationary Engineer's permit to operate Low Pressure Boilers, call 414.286.2514 (Construction).

3. Valid driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment. (car allowance provided).
4. Residence in the City of Milwaukee at time of application and throughout employment.
5. State pesticide certification, category 7.1, within six months of appointment and throughout employment.
6. Certification in the EPA Asbestos Abatement Training Program within six months of appointment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS REQUIRED:

- Skilled in the operation, maintenance, and repair of boilers, pumps, compressors, machinery, and other mechanical equipment found in school buildings.
- Knowledge of equipment used for buildings and grounds care, including housekeeping, grass cutting, snow removal, and athletic field maintenance.
- Knowledge of operation and maintenance practices for automatic stokers, heating, ventilating, and air conditioning, energy management systems, and automatic controls.
- Knowledge of safety and accident prevention requirements and procedures, including environmental safety.
- Knowledge of the Milwaukee County Smoke Ordinance.
- Knowledge of principles and methods of school housekeeping operations.
- Skilled in the use of hand and power tools used in installation, repair, and maintenance.
- Ability to perform housekeeping duties and minor maintenance throughout the building.
- Skilled in performing duties related to pest control, including inspecting the premises to identify the infestation source and extent of damage, safely applying pesticides, posting warning signs, and cleaning the area after completion of the job.
- Skilled in overseeing a crew of employees, including furnishing work schedules and assigning work, documenting disciplinary incidents, and evaluating employees.
- Good interpersonal skills.
- Ability to communicate tactfully with the public.
- A strong customer service orientation.
- Ability to use computer applications (email, word processing programs, spreadsheet programs and facilities management programs) to accomplish work tasks.
- Ability to move or transfer objects weighing 50 pounds or more, to shovel snow and debris, and to work from ladders and scaffolding.

THE SALARY RANGE is: \$37,223.16 - \$46,389.46 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **January 19, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.